



Burien

Washington, USA

2010 Pre-Application Meeting Request

400 SW 152nd Street, Suite 300 Burien, WA 98166
Phone: (206) 241-4647 • FAX: (206) 248-5539
www.burienwa.gov

Permit Number

APPLICANT INFORMATION

Name:	Company:	Daytime Phone:
Mailing Address:		Cellular Number:
E-Mail Address:		Fax Number:

Contact person (if different):	Daytime Phone:
Mailing Address:	Cellular Number:
E-Mail Address:	Fax Number:

PROJECT INFORMATION

Site Address:	Parcel Number(s):	
Zoning Designation		
Number of Acres/Sq. Ft.:	Number of Lots:	Number of Units:
Legal description of property:		
Affected critical areas: <input type="checkbox"/> None <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Flood Hazard Area <input type="checkbox"/> Critical Aquifer Recharge Area <input type="checkbox"/> Geologically Hazardous Area <input type="checkbox"/> Fish & Wildlife Conservation Area		
Description of proposal (attach additional sheets if necessary):		

SIGNATURE

I certify that all information submitted with this application is complete and correct to the best of my knowledge and belief. I understand that any errors and/or omissions may lengthen the time needed to process this request, and that I have read the City of Burien's pre-application informational handout.

Date : _____

Signature : _____



2009 Pre-Application Meeting Checklist

400 SW 152nd Street, Suite 300 Burien, WA 98166
Phone: (206) 241-4647 • FAX: (206) 248-5539
www.burienwa.gov

A pre-application meeting is required before submitting a formal application for any of the following types of actions:

- ◆ New Multi-Family and Commercial Building Permits
- ◆ Type 1, 2 or 3 land use reviews
- ◆ Preliminary Plats (five or more lots), Short Plats (four or fewer lots), Plat Vacations and Alterations, Binding Site Plans
- ◆ Shoreline Management Permits

The purpose of the pre-application meeting is to discuss the nature of the proposed development, application and permit requirements, fees, review process and schedule, and applicable plans, policies and regulations. **It is not an exhaustive review of all potential issues and shall not bind or prohibit the City's future application or enforcement of all applicable laws. Pre-application reviews are based on the information available at the time of review. If additional information becomes available during review of an application, additional conditions or studies may be required.**

The quality, accuracy, and depth of the information provided to you, the applicant, at the time of the pre-application meeting is substantially dependent upon the quality, accuracy and depth of information submitted by you to the City. For this purpose, it may be useful to bring any professional staff associated with the project, such as architect or engineer. **Applicants are required to submit a pre-application meeting form, the fee, and all other required information (see below) to the Department of Community Development by 12 noon on the deadline date as shown on the attached schedule, in order to be placed on the meeting agenda. Submittal of required information for a pre-application meeting does not vest the application. Pre-application meetings are held every two weeks, beginning at 9:00 am at City Hall. Applications are processed on a first-come, first-serve basis. No more than four applications will be reviewed on meeting days. If the upcoming meeting agenda is full, your application will be scheduled for the next available meeting.**

The Project Review Team consists of staff representing the areas of Planning, Building, Streets, Storm Water Drainage, Crime Prevention, Fire, Water and Sewer.

The attached checklist contains a list of materials which must be submitted in order to request a pre-application meeting. Consult with the Department of Community Development if you have questions regarding required items.

PLEASE RETURN THIS CHECKLIST WITH YOUR REQUEST

Application	SUBMITTED
A completed and signed Development Permit Application (attached)	

Fees	SUBMITTED
A check payable to the City of Burien for \$287.80 . The filing fee is credited toward your application fee if filed within 6 months.	

Site Plan	SUBMITTED
A dimensional site plan, drawn to a minimum scale of 1" = 20' <u>on a sheet no larger than 8 1/2" x 11"</u> . If you cannot provide a readable drawing on 8 1/2" x 11", you can submit a larger drawing along with an 8 1/2" x 11". Please show the following:	
1. Applicant's name, address and phone number.	
2. Scale, north arrow and date.	
3. Property dimensions.	
4. The location, size and use of any proposed structures and any existing structures which will remain on the property.	
5. Location and width of existing and proposed right-of-ways, easements and improvements for access, drainage, utilities, etc., on the site and on adjacent properties, including those across the street.	
6. Proposed street right-of-way dedication (if applicable).	
7. Existing and proposed fire hydrants, utility lines (including location of nearest utility poles and fire hydrants), rockeries, and other relevant man-made or natural features.	
8. Location of existing and proposed parking areas, driveways, and landscaping.	
9. The location and type of any critical areas and their required buffers, on and within 100 feet of your property.	
10. Proposed phasing (if applicable).	
11. For multifamily residential, location and dimensions of common and private recreation space.	
12. Any other information that you feel is relevant to your project.	

2010 Pre-Application Deadlines and Meeting Dates

Submittal Deadline

Noon Wednesday December 16
Noon Wednesday January 6
Noon Wednesday January 20
Noon Wednesday February 3
Noon Wednesday February 17
Noon Wednesday March 3
Noon Wednesday March 17
Noon Wednesday March 31
Noon Wednesday April 14
Noon Wednesday April 28
Noon Wednesday May 12
Noon Wednesday May 26
Noon Wednesday June 9
Noon Wednesday June 23
Noon Wednesday July 7
Noon Wednesday July 21
Noon Wednesday August 4
Noon Wednesday August 18
Noon Wednesday September 1
Noon Wednesday September 15
Noon Wednesday September 29
Noon Wednesday October 13
Noon Wednesday October 27
Noon Wednesday November 17
Noon Wednesday December 1
Noon Wednesday December 15

Scheduled Meeting Date

Thursday January 7
Thursday January 21
Thursday February 4
Thursday February 18
Thursday March 4
Thursday March 18
Thursday April 1
Thursday April 15
Thursday April 29
Thursday May 13
Thursday May 27
Thursday June 10
Thursday June 24
Thursday July 8
Thursday July 22
Thursday August 5
Thursday August 19
Thursday September 2
Thursday September 16
Thursday September 30
Thursday October 14
Thursday October 28
Thursday November 18
Thursday December 2
Thursday December 16
Thursday January 6, 2011